Commonwealth of Kentucky
Kentucky Department for Libraries and Archives

Institute of Museum and Library Services
Library Services and Technology Act

APPLICATION GUIDELINES

LIBRARY ASSISTIVE TECHNOLOGY GRANTS
Federal Year 2009

The Kentucky Department for Libraries and Archives invites qualifying countywide public libraries to submit applications for the federal fiscal year 2009 library assistive technology grant funds. Funded activities must occur between <u>October 1, 2008 and September 30, 2009</u>.

Applicants are advised to read these guidelines carefully to ensure their applications are acceptable and competitive.

<u>The deadline for submission of 2009 assistive technology grant applications is **June 30, 2008**.</u> Only complete applications, postmarked no later than June 30, 2008, will be considered.

Grants will be awarded in amounts ranging from $500 to $5,000. Applicant libraries may submit <u>one</u> grant proposal.

A library assistive technology project uses technology solutions to:
- Address a service problem encountered by library patrons with special needs;
- Introduce or expand library services to currently unserved or underserved populations;
- Improve access to information and library services for physically challenged library patrons.

Applicants should plan projects that will address needs within their own communities. The following are examples of projects:
- Specialized technology that assists elderly patrons in their use of library services
- Text telephone equipment (TTY)
- Software programs that read screen information to visually-impaired patrons
- Keyboards designed for disabled patrons

The original application with original signatures must be postmarked no later than **June 30, 2008 (fax copies are not acceptable)**. The application should be sent to:

> Emma Hignite, Division of Field Services
> Kentucky Department for Libraries and Archives
> P.O. Box 537, 300 Coffee Tree Road
> Frankfort, Kentucky 40602-0537

ELIGIBILITY REQUIREMENTS

Libraries who have met the following requirements are eligible to submit an application.
1. Have a legally established public library
2. Have a library director who is properly certified by the Kentucky Board for Certification of Librarians
3. Provide free countywide library services, without discrimination

HOW TO COMPLETE THE APPLICATION

A proposal for grant programs must be made on the application form provided by the Kentucky Department for Libraries and Archives. **Altered forms will not be accepted**.

The application form consists of four parts:
Part I – General Information
Part II – Project Narrative
Part III – Project Budget
Part IV – Certification of Application, Parts A and B

PART I – General Information

Do not leave any area blank. The Project Summary should be a short and **specific description of your project**. An example is provided below.

> *"This project will support the purchase and installation of screen reading software on six of the library's public terminals. Three terminals will be for library catalog use and three will provide Internet access. Training in the use of the software will be provided for staff so they may assist visually impaired patrons with the use of the terminals."*

PART II – Project Narrative

Thoroughly address each of the **eight (8)** headings in the order listed. **Number the pages consecutively and cite the page numbers on Part III – Project Budget, where appropriate.**

1. **Outcome Statement** – What changes in attitude, knowledge, behavior, skill, condition or status do you anticipate as a result of the project activities? The outcome statement should be a single sentence that begins with "to increase, to reduce, to decrease", etc.

2. **Summary of Need** – Provide a brief summary of the needs you wish to meet through this project. Include the target population to be reached. State the facts clearly.

3. **Needs Assessment** – Describe the process by which information was collected and analyzed to determine the need for this project.

4. **Solution** – Clearly describe the proposed project activities. How will these address the identified need? Include a list of measurable project activities.

5. **Equipment Control** – If equipment is to be purchased with grant funds, briefly discuss how the equipment will be protected from theft, loss, damage, etc. Attach a copy of the library's written equipment control policies and procedures.

6. **Publicity and Promotion** – How do you intend to promote the program? How will you reach the target audience? Grantees are expected and encouraged to publicize projects in available and appropriate media outlets. Grantees should also investigate innovative methods to ensure the program is comprehensively promoted.

7. **Outcome-Based Evaluation**
   a. What <u>outcomes (changes or results)</u> do you expect to see by the end of the program? These should reference the outcome statement specified in heading 1. What impact will the program activities have on the target audience? Provide the measures of project performance that you will use to determine the success of the project.
   b. Provide quantities for specific target aims (e.g., number of patrons using new equipment, number of staff trained in the new technology, number of keyboards purchased, number and type of materials used) to tell numerical results of the project.
   c. How do you plan to <u>document the project outcomes, changes or results</u>? How will you know whether or not you have met the anticipated or projected outcomes?
   d. How will you obtain <u>quantifiable</u> and <u>anecdotal</u> information about the extent of accomplishment for each activity listed in heading 4? This can be accomplished through surveys, questionnaires, interviews, records kept during the project term and anecdotal information.

8. **Program Continuation** – Describe how the services initiated by the grant will be continued <u>after completion of the project term</u>. If the services will not be continued, explain why not.

PART III – Project Budget

Applicants should make budgetary requests only for items that are <u>reasonable</u> and <u>necessary</u> to accomplish the objectives of the project.

Grants funds may **only** be used for <u>allowable</u> project expenses. These include, but are not limited to:

1. Personnel – consultants for training or technology services
2. Equipment purchase and installation
3. Audiovisual materials
4. Software
5. Staff training and associated travel

Grant funds may **not** be used for <u>unallowable</u> project expenses. These include, but are not limited to:

1. Personnel – library staff salaries and fringe benefits
2. Furniture
3. Remodeling
4. Standard automation/retrospective conversion

If uncertain about an allowable expenditure, or if assistance is needed in budget preparation, applicants should contact Nicole Bryan, LSTA Coordinator at (502) 564-8300, extension 304, or nicole.bryan@ky.gov.

Specific Instructions for Budget Items

- **Personnel** – Detailed information should be included as an addendum to the budget sheet. Include fees and expenses for consultants to provide training or technology services. Funds may not be used for new or existing library staff salaries and fringe benefits.
- **Equipment** – Detailed information should be included as an addendum to the budget sheet. Be specific on items and numbers to be purchased. Include installation costs. Applicants must have an equipment control system that insures adequate safeguards to prevent loss, damage, or theft of equipment.
- **Audiovisual materials** – Detailed information should be included as an addendum to the budget sheet. Be specific on items and numbers to be purchased. Provide average prices of each item and a total price.
- **Software** – Detailed information should be included as an addendum to the budget sheet. Be specific on items and numbers to be purchased.
- **Supplies** – Detailed information should be included as an addendum to the budget sheet. Be specific on items and numbers to be purchased.
- **Publicity / promotion** – Detailed information should be included as an addendum to the budget sheet. Include only those costs associated with advertising or promoting the project. Grant funds may not be used to promote an individual library or library services in general; however, assistive technology projects may include promotion of other technology-related library services available to the targeted population.
- **Staff training / travel** – Detailed information should be included as an addendum to the budget sheet. Training costs, including registration fees and associated travel, must be directly related to the project.
- **Other** – Detailed information should be included as an addendum to the budget sheet.

PART IV – Certification of Application

Part A – For the application to be complete, the original signatures of at least three members of the Library's Board of Trustees must be affixed.

Part B – For the application to be complete, the original signatures of the library director and the project director must be affixed.

WHAT TO EXPECT AFTER THE APPLICATION HAS BEEN SUBMITTED

Application Review Process

All complete applications submitted by the deadline will be reviewed by KDLA applying the following criteria:

1. All eligibility requirements necessary to submit an application have been met.
2. The application was submitted according to KDLA requirements and guidelines, and contains appropriate signatures on all certifications.
3. The submitted project proposal:
   - provides a clear identification and documentation of need
   - shows sound project planning
   - details clearly stated, measurable project activities
   - utilizes creative and innovative ideas
   - includes an outcome-based evaluation plan
   - has potential for replication by other libraries
   - demonstrates the applicant library's commitment to continue the services after the conclusion of the project

Grant Award and Agreement between KDLA and the Approved Applicant

KDLA will notify all applicants by mail no later than 45 days after the application deadline of the action taken on their applications.

Grant award recipients may be required to attend a project information meeting. If attendance is required, the grant award letter will include the date, time and place of meeting.

KDLA will prepare and execute agreements with the grant recipients. The agreements will include all requirements regarding acceptance and use of grant funds, obligations of the grantor and grantee, grant payment schedules, project status and financial expenditure reports, records retention, and audits. The approved application will become part of the agreement between KDLA and the recipient.

All applicants should be aware that the following forms will be required as part of the grant agreement. These forms are available for review on the KDLA website at www.kdla.ky.gov.

- Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion
- Internet Safety Certification
- Title VI Assurance